



# NATIONAL TRAINING NETWORK

## JOB DESCRIPTION

### New York City Sales Manager

**Position Title: New York City Sales Manager**

**Reports To: Vice President of Growth & Development**

**1. Position Purpose:**

The New York City Sales Manager is responsible for generating new business and enhancing marketing productivity for the educational products and services of NTN which are highly valued by the districts, teachers, and students. The New York City Sales Manager is responsible for: a.) Generating new business, b.) expanding business in districts we currently serve, c.) managing renewal sales, d.) identifying new business prospects, e.) sales forecasting,

**Essential Functions:**

- Generate and close new sales leads
- Represent NTN as an expert in the field of mathematics education and/or professional development
- Maintain strong working relationships with existing clients
- Achieve growth and hit sales targets
- Design and implement a strategic business plan that expands company's customer base
- Build and promote strong, long-lasting customer relationships by partnering with them and understanding their needs
- Present sales, revenue and expenses reports and realistic forecasts to the executive team
- Identify emerging markets and market shifts while being fully aware of new products and competition status

**Principal Accountabilities:**

- Relationships with existing and potential clients
- Effective communications between the Leadership Team and customers
- Responsible for sales, forecasting, marketing, and prospecting
- Meeting customer acquisition and revenue growth targets
- Maximizing the sales team potential, crafting sales plans and justifying those to plans to the upper management
- Understanding clients professional development needs and recommending matching solutions

**2. Position Dimension:**

The New York City Sales Manager is to work with the Vice Presidents of; Growth and Development, Professional Development, and Curriculum Development, as well as the customer relations representatives, Controller, and the CEO.

**3. Skills and Knowledge:**

- Ability to be persuasive
- Strong inter-personal skills in dealing with internal and external constituents
- Strong presentation skills
- Strong analytical and reasoning abilities
- Organizational Skills
- Multi- tasking
- Working within a budget
- Understands the NTN products, services, methodologies, and philosophy of how mathematics should be taught

**4. Requirements:**

- BS/MS degree in business administration or an education related field
- Experience teaching; preferably mathematics
- Successful previous experience as a sales representative or sales manager, consistently meeting or exceeding targets
- Committed to continuous education through workshops, seminars and conferences
- Demonstrated ability to communicate, present and influence credibly and effectively at all levels of the organization
- Proven ability to drive the sales process from plan to close
- Strong business sense and industry expertise
- Location convenient to the five Burroughs of New York